

PREOCCUPANCY CONFERENCE
Project Rental Assistance Contract's (PRAC's) 202/811's

DATE: _____ **PROJECT:** _____

A. FAIR HOUSING ISSUES

1. See Chapter 2, Civil Rights and Nondiscrimination Requirements in **HUD Handbook 4350.3 REV-1**, "*Occupancy Requirements of Subsidized Multifamily Programs*";
2. **HUD Handbook 8025.1 REV-2**, "Implementing Affirmative Fair Housing Marketing Requirements", Chapters 2 and 3.
3. **The Affirmative Fair Housing Marketing Plan (AFHMP)** must be completed before you allow tenants on your waiting list (for new construction). Use the most current Form HUD-935.2A, Affirmative Fair Housing Marketing Plan, OMB Approval No. 2529-0013 (exp. 8/31/2013) – available on HUDCLIPS at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms

4. **The AFHMP** must be updated every five (5) years; and/or whenever there is a change in management; or a change in the market area.
5. **The waiting list** needs to be in an unalterable format. Using any prioritization other than first-come, first-served, requires prior HUD approval.
6. **811s only - Caseworkers:** The housing provider cannot require a tenant to have a caseworker as a condition of residency. Owners that receive referrals from Agencies must also advertise under the AFHMP if chronic vacancies exist.
7. **202's only:** Head of household must be 62 years of age, or older at the time of application. Other adult members (other than a spouse), must be 62 years of age, or older; or documented as a live-in aide (definitions of a live-in aide can be found in the Glossary, page 20, in HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Programs*).
8. **Remaining family members:** For both the 202/811 PRACS, remaining family members may remain in the unit if the eligible head of household (HOH) dies, but must pay rent based on income (30% of adjusted gross income with no cap). If the eligible HOH leaves the unit for any reason other than death, the remaining family member has no right to remain unless they can individually qualify under the PRAC program. Refer to paragraph 3-16 in the 4350.3 REV-1 Occupancy Handbook.

B. MANAGEMENT AGENT REQUIREMENTS

1. At the preoccupancy conference reference HUD Handbook 4571.4 (811's) or 4571.5 (202's), paragraph 4-9:
 - a. Form HUD-92547-A, *Budget Worksheet*, must be approved by HUD Asset Management staff and the operating cost must be adjusted up or down based on the budget.
2. Form HUD-92013, *Application*, will be reviewed to see the list of proposed services and funding. (If mixed finance, determine which units are "unassisted" and ensure that the operating cost and Reserve for Replacement deposits/releases do not apply to any unassisted units.)

HUD Handbook 4381.5 Rev. 2

1. Agents must have demonstrated capacity to manage this type of property (chapter 2);
2. Reference paragraph 2-14. As insurance against loss, the owner must provide a fidelity bond in an

amount at least equal to potential collections for two months or \$50,000, whichever is greater. Blanket coverage should extend to all front line employees;

3. Several of the items below should have been completed during the construction development phase. Resubmission is required only if changes have occurred. Please note any future changes in management require prior approval and submission of all documents listed below. All forms are available on HUDCLIPS, and all paragraphs are found in HUD Handbook 4381.5 Rev. 2:
 - a) **Previous Participation Certification** on the management entity, HUD-2530 (paragraph 2.9a. page 2-7) Also reference HUD Handbook 4065.1 (available on HUDCLIPS). It is strongly recommended that this form be filed electronically through the Department's Active Partner's Performance System (APPS);
 - b) **Management Entity Profile**, form HUD-9832 (paragraph 2.9b., page 2-7);
 - c) **Management Certification**, form HUD 9839 A, B, or C (paragraph 2.9c., page 2-8);
A copy of the **Management Agreement or Employment Agreement** must be submitted within 30-days of the executed management certification. The Management Agreement must contain "required HUD language" found in paragraph 2-17b, *Management Agreement Requirements, Required contents*; and the new regulatory language that the project cannot be assigned without prior HUD approval.
 - d) **List of positions** to be charged against the project account (paragraph 2.9d. (1) & (2); pages 2-7, 2-8 & 2-9). If staff work on more than one project, pro-rate their time;
 - e) **Tenant Grievance policy** (paragraphs 2.9e., 4-6, & 4-7);
 - f) **Additional information required by HUD Area Office** (paragraph 2.9f.);
 - g) **Proof of Fidelity Bonding** (paragraphs 2.14, 2-18, & 2-19);
 - h) **Direct Deposit form SF-1199-A** for the project's operating bank account must be provided to your assigned HUD project manager with a copy of a cancelled check or deposit slip to confirm the account number. These documents should be submitted with the signed/dated PRAC contract (or Assignment of PRAC, if applicable).
 - i) **Secure Systems:** Submit a copy of the owner's letter authorizing the agent to be the Owner's Coordinator for secure systems (see Section F, below).
 - j) **EIV:** Identification of the Coordinator (include back-up Coordinator, too); and Users for the: Enterprise Income Verification (EIV) system. Also submit copies of the required "Rules of Behavior" for the Coordinator and Users.
 - k) **LEP (Limited English Proficiency):** Submit a copy of LEP policies that will be used at the project.
 - l) **LGBT (Lesbian, Gay, Bi-sexual, and Transgender):** Submit a copy of LGBT policies that will be used at the project.
 - m) **SAMS (DUNS):** <http://sam.gov>. A Dun and Bradstreet Numbering System (DUNS) and Central Contractor Registration (CCR) must be obtained and submitted for each PRAC contract prior to funding.

C. TRAINING: The owner/agent is responsible for ensuring that all HUD occupancy requirements are met. Our office *strongly recommends* Occupancy Specialist training for resident managers, property managers, and the person in the management office responsible for reviewing/correcting the Tenant Certifications (HUD-50059). HUD does not "recommend" any vendor. However, among the companies that offer certified occupancy training based on the 4350.3 REV-1 Handbook requirements, are the following entities:

- Quadel Consulting Corporation, (800) 987-2581:
http://www.quadel.com/training_courses.aspx
- National Center for Housing Management (NCHM), (800) 368-5625
<http://www.nchm.org/indexnew.html>
- Affordable Housing Management Association of Washington (AHMA-WA),
(425) 454-6836 - <http://www.ahma-wa.org/>

D. LOCAL INTERNET AND E-MAIL POLICY REQUIREMENTS

HUD information is no longer distributed by printed material. All updates on policy and procedure are now only available on the web. Therefore, the project owner and the property management agent must have regular access to an Internet provider account with World Wide Web (www) and e-mail access capable of sending and receiving information with a graphical interface. This will be needed for quick and current notification of program, market, and procedural changes and policies.

Action required: You must provide the names, addresses, phone numbers, and email addresses for the owner and agent contacts and site managers for the property to your assigned project manager by e-mail. Remember to do this whenever staff changes occur.

E. OCCUPANCY REQUIREMENTS - HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Programs*. **Use the Index at the back of the handbook to look up topics.** (Please ensure that you have the most current revision.)

Reference HUDCLIPS: <http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/h/>

1. Required Written Occupancy Requirements:

- a) Tenant Selection Plan (TSP) – (HUD Handbook 4350.3, Chapter 4; and paragraph's 3-14 & 3-15). The TSP **must** contain policies and procedures for use of the "Existing Tenant Search" report in the Enterprise Income Verification (EIV) System (reference Housing Notices H 09-20 & 2010-10); and the **EIV website:** <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
- b) House Rules – (HUD Handbook 4350.3 REV-1, paragraph 9-9A & Figure 6-5);
- b) Tenant Grievance Policy – (paragraph 4-7 in HUD Handbook 4381.5, *The Management Agent Handbook*);
- c) Pet Policy – HUD Handbook 4350.1 REV-1, *Multifamily Asset Management and Project Servicing*, Chapter 32; & 24CFR, Chapter II, Part 243. The PRAC lease also contains a pet clause. Assistive (service) animals are not subject to pet rules.
- d) SOP's (Standard Operating Procedures): Must include (but are not limited to), the topics listed below (see also Section H, below):
 - State Registered Lifetime Sex Offender Screening (Housing Notice H 2012-11);
 - LEP (Limited English Proficiency) policies (Fed Register 1/22/2007, effective 2/21/07);
 - LGBT (Lesbian, Gay, Bi-sexual, and Transgender);
 - EIV (Enterprise Income Verification): Required reports for applicants and existing tenants; security methods; training; disposition of EIV records; and the requirement to execute the Rules

of Behavior for new employees who will have access to tenant files (reference Housing Notice H 2013-06);

- Procedures that describe the issuance and delivery of proper lease violation and eviction notices (reference HUD Handbook 4350.3 REV-1, chapter 8; and the PRAC lease);
- Move-in/Move-out, and periodic unit inspections;
- Disposition of security deposits upon move-out;
- Form HUD-92006, Supplemental Information to Application (Housing Notice H 2012-9).

F. REAC SECURE SYSTEMS REQUIREMENTS

Internet site: <http://www.hud.gov/offices/reac/>

1. Secure Systems Coordinator(s) aka Area Coordinator/s: Follow the instructions in the Industry User Guides to obtain Coordinator and User Identifications.
 - a) Industry User Guides: http://www.hud.gov/offices/reac/ind_usrlds.cfm.
 - b) To apply for a Secure Systems User ID's and Password, go into:
<http://www.hud.gov:80/offices/hsg/mfh/trx/trxsum.cfm>;
2. The Secure Systems Coordinator (aka Area Coordinator) is responsible for granting access rights to TRACS and REAC subsystems that are used on a regular basis. Each property must have a Coordinator who can assign Users to work with various Secure Systems, such as the following:
 - a) TRACS, Tenant Rental Assistance Certification System;
 - b) EIV, Enterprise Income Verification System;
 - c) APPS, Active Partner's Performance System;
 - d) REAC, Real Estate Assessment Center;
 - e) REAC/FASSUB, Real Estate Assessment Center/Financial Assessment SubSystem.
3. The Coordinator Assigns User Roles, such as (see Industry User Guides):
 - a) Physical Inspection Viewer
 - b) FASS Submitter and Viewer
 - c) Tenant Income Verifier
4. If an area coordinator and back-up have not been assigned, the primary user should apply for this status. The HUD Secure Systems password is used to access all other REAC subsystems and TRACS viewer. Be sure to have a "back-up" Coordinator on staff.

G. RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT INITIATIVE (RHIIP):

<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>. The objective of RHIIP is to reduce errors in the administration of HUD's rental assistance funds by taking actions that better assure the "right benefits go to the right persons." See "Want More Information?" located on the right side of the screen where Owner/Agents can sign up to receive RHIIP Tips via email (strongly recommended).

H. PROGRAM GUIDANCE:

1. *Program Guidance, please reference the following Seattle Multifamily Hub websites:*
<http://www.hud.gov/local/shared/working/r10/mfhsg.cfm?state=wa> &
<http://www.hud.gov/local/shared/working/localpo/xmfhsgowners.cfm?state=wa>.

For Multifamily Online Systems, see:

<http://www.hud.gov/offices/hsg/mfh/fhaosmf.cfm>

Online systems consist of: TRACS, EIV, APPS, REAC, WASS, & REAC/FASSUB:

- TRACS: Tenant Rental Assistance Certification System
<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>
- EIV: Enterprise Income Verification System
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
- APPS: Active Partner's Performance System
<http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- REAC: Real Estate Assessment Center (See Section F, below)
<http://hudatwork.hud.gov/po/reac/>
- WASS: Web Access Security SubSystem
http://www.hud.gov/offices/reac/products/wass/wass_user_manual.cfm
- REAC/FASSUB: Real Estate Assessment Center/Financial Assessment SubSystem
<http://www.hud.gov/offices/reac/products/prodmf.cfm>
- DUNS & CCR: <http://sam.gov>. A Dun and Bradstreet Numbering System (DUNS) and Central Contractor Registration (CCR) must be obtained and submitted for each PRAC contract prior to funding. (This should have been completed during the construction phase.)

3. **Eligibility and Other Requirements:** The policies and rules are found in HUD Handbook 4350.3 REV-1. (See the Index for relevant chapters.) Check the applicability noted in each chapter. It is important to distinguish between Section 8 policies, and those that pertain to the 202/811 capital advance projects. Numbers (a) through (k) below deal with tenant eligibility requirements, tenant file requirements, income limits, etc.:

- a) EIV must be used for applicants and existing tenants. Keep a tracking log;
- b) Income Limits: <http://www.huduser.org/portal/datasets/il/il10/index.html>. See also Figure 3-3 in HUD Handbook 4350.3 REV-1;
- c) PRAC Lease Agreement. The OMB-approved lease **must** be used without modification (lease addendums must have prior approval from the Department);
- d) HUD-50059, certification: This form documents the income, assets, and liabilities of the household. The HUD-50059 must be completed, signed and dated, **prior** to effective date of move-in;
- e) Verifications: Eligibility, income and allowances must be verified by EIV and/or third party verifications.
- f) Disability Definitions: For 811's, at least one member of the household must be 18 years of age or older and meet the definitions of disability that are specific to the 811 program;
- g) Recertifications: Tenants must be re-certified annually but can request recertification at any time due to changes in household income or composition;
- h) Income/Asset Statement - ALL tenants 18 years of age or older must complete and sign one for every certification/re-certification;
- i) Double Occupancy: Reference paragraphs 5-28 A-E in HUD Handbook 4350.3 REV-1, for Double Occupancy in Section 811 units.
- j) Reminder Notices: 3 notices are required, First, Second and Third notices. Usually the TRACS software will automatically issue these notices. The First notice is due at the time of move-in or at

the annual re-certification. Reference paragraph 7-7B & Exhibit 7 for the timing requirements for all 3 notices;

- k) **Voucher billings:** Section 8 monthly billing must be submitted electronically to the Tenant Rental Assistance Certification System (TRACS). The hard copy of form HUD-52670 (voucher/schedule) must be sent to the Financial Operations Division (see below) for the first 2-3 months (more if there are issues.) All submissions must be received on or before the 10th of the month that precedes the month of the billing.*

***First Occupancy, Action required:** Prior to submission of the first PRAC assistance payment through TRACS (or to your TRACS software vendor), you must submit to your assigned HUD project manager the first voucher (all pages) along with 10% of the completed tenant files (but not less than 3 files). Ensure the monthly vouchers are signed/dated by the owner/agent.

I. SPECIAL CLAIMS - HUD Handbook 4350.3; Special Claims User Guide; and Part II of the PRAC contract:

Local website: <http://www.hud.gov/local/shared/working/localpo/xmfhssection8.cfm?state=wa>

1. Please read Part II of the PRAC contract. Special claims can be used for vacancies during rent-up, for vacancies after the rent-up period has passed, and for unpaid rent/damages.
2. Projects with PRACS can only receive up to 50% of the operating cost.
3. You must start the marketing 90 days before rent up, in accordance with the AFHMP.
4. To file for special claims, there is a checklist to complete. You will need proof of marketing, i.e., dated letters to agencies, listing of phone calls to agencies, with dates and copies of fliers, brochures, and ads, in order to receive special claims.
5. Reference paragraph 5-28.E in HUD Handbook 4350.3 REV-1, for vacancies due to Double Occupancy in Section 811 units.

J. AUTOMATION RULE - TRACS (Tenant Rental Assistance Certification System). Reference the 24 CFR Part 208, and the Federal Register published on November 19, 1993, and August 24, 1994.

Link to the TRACS website: <http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>

1. On the TRACS website, the “Documents” link will provide information regarding implementation of 202C and iMAX.
2. Electronic transmission of form HUD-50059 certifications, re-certifications and form HUD-52670 voucher subsidy billing is required. Please Note: Not all transmissions are successfully received by TRACS. *Therefore, it is vital to check for TRACS mailbox error messages within 10-days after each submission.*
3. The industry has the option of purchasing computer hardware and software or contracting for these services. The cost for the either option is considered a legitimate project operating expense. Please go online to the TRACS website for information on setting up TRACS. If necessary, you may email (<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>) or call the TRACS Help Desk at (800) 767-7588, option 8, to receive the following:
 - a) HUD-50059 Information Packet (Yellow Book)
 - b) TRACS ID number and password
 - c) PC TRACS Mail Electronic Information Packet
 - d) TRACS Mail Software

K. FINANCIAL SETUP REQUIREMENTS

1. Accounting is on the accrual accounting system;
2. The project's operating account **must not be comingled with construction grant accounts, they must be kept separate;**
3. **Bank Accounts:**

Owners **must establish in the name of the project:**

- a) An operating account to deposit all income and receipts. All cash receipts must be deposited in an Operating Account in the name of the project in a bank whose deposits are federally insured. This Account must be operable when you receive funds from the first tenants.
- b) A tenant security deposit account in accordance with state law. This account must be fully funded at all times, and must earn interest. Funds collected as security deposits must be kept separate and apart from all other project funds in an account maintained in the name of the project.

4. **Reserve Accounts:** HUD Handbook 4350.1, Chapter 4, 4571.4/4571.5, paragraph 4-8, and the Regulatory Agreement:

Owners **must establish in the name of the project:**

- a) A **Reserve for Replacement (R4R) Account**. Deposits to the R4R account must be made on a monthly basis (check the regulatory agreement to determine when the monthly deposits must start).
- b) A **Residual Receipts Account**. If surplus cash is positive, then that amount must be deposited within 60-days of the FYE. Submit evidence of the deposit to your assigned HUD PM.
 - i. HUD may require residual receipts to be used in lieu of an operating cost increase;
 - ii. Negative voucher subsidy: Reference paragraph D.2.b on page 9-18 in the 4350.3 REV-1 Occupancy handbook. When the total "Regular Assistance Payments" in any month is negative, that amount **must** be deposited into the Residual Receipts Account each month.
- c) A **Tax/Insurance Reserve Account**, since there is no lender to collect monthly premiums. *"Not later than 30 calendar days prior to first occupancy of the project, the Owner must establish a tax and insurance reserve account with a depository which is a member of the Federal Deposit Insurance Corporation, Savings Association Insurance Fund, or National Credit Union Share Insurance Fund and make monthly deposits into the account sufficient to provide for the timely payment of taxes and insurance premiums. The said account may be interest-bearing."*
 - As part of the Owner's monthly accounting report, amounts deposited in the tax and insurance reserve account must be shown as the first item on HUD-93480, Schedule of Disbursements.
 - Expenditures from the escrow accounts are made as the tax assessments and insurance premiums become due.
 - No prior HUD approval is needed for these disbursements.
- d) **The Minimum Capital Investment (MCI) Escrow** must be kept on deposit for 3 years, and

must be used for operating shortfalls in lieu of an operating cost increase. This account must be reflected on the Balance Sheet and on the monthly accounting reports. If not depleted by the end of the 3rd year, see your assigned HUD project manager for disposition guidance.

6. These accounts must be invested in interest bearing and insured or government-backed accounts.
7. The revised **Chart of Accounts** must be established in accordance with the HUD Chart of Accounts (or one that can be easily converted at FYE.) Note: The Multifamily Financial Reporting Revisions of January 26, 2000 are found at the website: www.hud.gov/offices/reac/library/lib_famf.cfm;
8. The agent may not bill management expenses, other than the management fees, to the project (paragraphs 6.37, 6.38, 6.39, Figure 6-2, page 6-30); Entity expenses must be paid from surplus cash.
9. **Monthly Accounting Reports** (HUD-93479, HUD-93480 & HUD 93481) are required from the first month of occupancy for a minimum of 1 year, or later if the property is troubled. These reports are done on a "cash basis" (reference Chapter 3 in HUD Handbook 4370.1 REV-2). Alternative formats are acceptable **if they contain all of the information** requested on forms HUD-93479, HUD-93480 & HUD 93481.

L. BUDGET REQUIREMENTS – Follow HUD Handbook 4350.1, Chapter 7:

1. Budgets must be prepared annually and **must be on form HUD-92547-A** (8/2000), *Budget Worksheet*. The budget should be submitted no later than 120 days prior to the anniversary date, or expiration of the project's PRAC contract. HUD will analyze the budget and adjust the operating cost up or down.
2. A 3 percent (3%) vacancy factor is allowed as a budget line item.
3. The funds in any reserve accounts open for taxes, insurance, and/or the Minimum Capital Investment (MCI) Escrow, must be disclosed and must offset any proposed increase.
4. Budget submissions must follow the tenant notice and submission guidance found in chapter 7. Changes in utility allowances also require tenant notice (see #3, below).
5. *Utility allowances (UA's) must be adjusted every time an annual operating cost adjustment is requested, and multiple UA adjustments can be requested during the contract year if there are changes in utility rates of 10%, or more. An "Analysis of Utility Allowances Owner Certification" must be submitted (your assigned project manager (PM) will provide the Owner Certification form; also reference HUD Handbook 4350.1 REV-1, Chapter 7, Section 4, 7-24; and Handbook 4350.3 REV-1, paragraph 5-25B).*
6. **Mixed Finance PRACS:** If the non-profit Owner is authorized distributions, they should submit Attachment 5 from the *Section 8 Contract Renewal Guide* to show the allowable distribution, along with a copy of the document authorizing the distribution.

M. FINANCIAL AUDITS:

1. Two submissions are required each year (exception: See the note for (b), below):
 - a) An Owner-Certified financial statement must be electronically submitted through REAC/FASSUB no later than 60 days after the project's fiscal year end (FYE), per the Regulatory Agreement. However, the 60-day due date has been modified to 90-days after the FYE, until further notice;

- b) An “A-133” audit is due 9-months after the FYE.

(Note: If the A-133 audit is submitted within 90-days after the FYE, then the O/C financial statement would not be required. This should be considered when negotiating the engagement letter with the auditor.) It is highly recommended that at least 3 bids be solicited from various Certified Public Accountants to ensure the most reasonable cost is charged.

Financial References:

- HUD Handbook 4370.2 REV-1 –“Financial Operations and Accounting Procedure”;
- HUD Handbook 4370.1 – “Reviewing Annual and Monthly Financial Reports”;
- HUD Handbook 4370.4 – “Basic Accounting Desk Reference for HUD Loan Servicers”;
- Federal Register dated 9/1/1998 “Uniform Financial Reporting Standards Rule” (UFRS), implementing 24CFR, Part 5, Subpart H;
- A-133, “Audits of States, Local Governments and Non Profit Organizations”;
<http://www.whitehouse.gov/sites/default/files/omb/circulars/a133/a133.pdf>;
- Project’s Capital Advance Regulatory Agreement;
- Project’s Management Certification (form HUD-9839-A, B or C).

N. INSURANCE REQUIREMENTS (Form HUD-90164-CA & HUD-9329)

1. The Owner shall provide a certified duplicate copy of the following hazard insurance and fidelity bond coverage **before the Permission to Occupy date**. In some instances, continuation of the insurance and bonding obtained for the construction period with proper endorsements will be acceptable. In any event, the Owner shall ensure that there is no gap period in insurance protection during the transition from the Builders Risk Insurance to the Permanent Insurance.

Reference HUD Handbook 4350.1 REV-1, Chapter 22:

- a) Fire and Extended Coverage Insurance
- b) Use and Occupancy (Rental Value) Insurance
- c) Public Liability Insurance on a Commercial General Liability
- d) Blanket Fidelity Bond
- e) Vehicle Liability Insurance (If Applicable)
- f) Boiler Insurance and Inspections (If Applicable)
- g) Flood Insurance (If Applicable)
- h) Director and Officers (D&O) Liability Insurance
- i) Burglary and Robbery Insurance (Optional)
- j) Workers’ Compensation and Employers’ Liability (statutory or voluntary)

O. PHYSICAL INSPECTIONS (See attachment)

1. After the first 3 years for a new property, the Department’s Real Estate Assessment Center (REAC) performs contracted physical inspections every one to three years depending on the overall score.
2. The contractor will call to make an appointment. The date and time are negotiable. It is important to cooperate with the contractor, since the contractor has only 90-days to complete the inspection once their bid is accepted. Also, most contractors come from out of state and must make their travel reservations in advance and incur fees for changes.
3. REAC Website for Frequently Asked Questions:
<http://www.hud.gov/offices/reac/products/pass/qa.cfm>;

P. NEIGHBORHOOD NETWORKS - HUD Handbook 4381.5, Chapter 9.

Please visit the following website: www.neighborhoodnetworks.org

1. Neighborhood Networks is a community-based initiative that establishes multi-service community technology centers (CTCs) through innovative private/public partnerships that bring digital opportunity and lifelong learning to residents of insured and assisted housing. Tailor-made to fit each local community, Neighborhood Networks centers open the doors – both on-site and via the Internet – to an infinite array of job opportunities, social services, microenterprise possibilities, and educational programs.
2. Minimum Requirements:
 - a) A HUD-approved Neighborhood Networks Plan.
 - b) At least two computers, one of which is connected to the Internet.
 - c) Been established for the purpose of serving residents of HUD Multifamily properties.
 - d) Be located in a designated area in a HUD Multifamily property (on-site) or in close proximity to it (off-site).

For the Seattle Multifamily Hub jurisdiction, contact your local Project Manager.

<http://www.hud.gov/local/shared/working/r10/mf/pmassignment.cfm?state=wa>

Q. OWNER BOARDS: 2530 Previous Participation Clearance is required for all new board member **PRIOR** to their being added to the board. 2530's are also required for a change in role (except for existing officers' change in roles). Board members are appointed by the Sponsor. (If a change in Sponsor is desired, contact your local HUD project manager.)

FYI - IMPORTANT PHONE NUMBERS AND ADDRESSES:

Handbooks and forms may be obtained by calling 1-800-767-7468; or by accessing HUDCLIPS on the Internet: <http://www.hud.gov/offices/adm/hudclips/>

REAL ESTATE ASSESSMENT CENTER (PHYSICALS AND FINANCIALS)

1 (888) 245-4860

The Portals Building, MF FASS Team

1280 Maryland Avenue, SW, Suite 800

Washington, DC 20024

HUD VOUCHER FINANCIAL OPERATIONS DIVISION OFFICE

Office of Housing Assistance, Contract Administration Oversight

U.S. Department of Housing and Urban Development

451 7th Street S.W., Washington, DC 20410

Attention: Financial Operations Division

Phone: Financial Operations Division Help Desk: 312-913-8565; or Fax vouchers to: 312-886-7941.

TRACS Multifamily Help Desk - (800) 767-7588, #8. An email link is found on the TRACS webpage;

TOOLBOX of Sustainable Housing Resources for Washington, Oregon, Idaho & Alaska: New partnerships have been formed between HUD, the U.S. Department of Transportation, and the U.S. Environmental Protection Agency, to provide resources and tools to help communities realize their own vision for building more livable, workable, and environmentally sustainable regions. The **Office of Sustainable Housing & Communities** is charged with creating “strong, sustainable communities by connecting housing to jobs, fostering local innovation, and helping to build a clean energy economy”. The office will work to coordinate federal housing and transportation investments with local land use decisions

in order to reduce transportation costs for families, improve housing affordability, save energy, and increase access to housing and employment opportunities through local resources.

National information: http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities

Alaska http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities/alaska_esource

Idaho http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities/idaho_esource

Oregon http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities/oregon_esource

Washington http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities/washington_esource

The above information was presented to, and reviewed by (list participants):

Signed by:_____ Date: _____

(Provide a copy to all participants)